## **WORKING FOR MICHIGAN**

## A Guide to State Agencies and Their Job Opportunities



# MICHIGAN DEPARTMENT OF CIVIL SERVICE

Bureau of Human Resource Services

January 2002

## Working for Michigan

There are many rewards for working for the State of Michigan: excellent pay and benefits, paid holidays and vacations, continuous training and career development, and a portable retirement plan. State employees also have the satisfaction of serving the people of the Great Lakes State.

State government employs a large workforce with diverse skills. This brochure describes what each department does and lists their most frequently needed positions. Certain jobs are found in almost every state agency. These are shown below and will not appear in the individual department descriptions, unless they are particularly numerous in the agency.

#### **Common Job Titles**

- Accountant
- Accounting Assistant
- ♦ Accounting Technician
- Auditor
- ♦ Calculations Assistant
- Data Coding Operator
- Departmental Analyst
- Departmental Manager
- Departmental Technician
- Executive Secretary
- ♦ General Office Assistant
- Information Technology Programmer/Analyst
- Information Technology Technician
- ♦ Janitor
- Maintenance Mechanic
- ♦ Office Supervisor
- Personnel Management Analyst
- Personnel Management Assistant
- Secretary
- State Bureau/Division/Office Administrator
- Storekeeper
- ♦ Student Assistant
- Word Processing Assistant

## **Agriculture**

#### 742 Employees

The Michigan Department of Agriculture (MDA) inspects retail and processing facilities to ensure food safety and wholesomeness. Field and laboratory scientists sample and test foods and motor fuels sold in Michigan. MDA enforces laws dealing with food, agricultural products, pesticides, plant pest management, and groundwater.

The MDA is responsible for livestock and poultry disease control management, the humane treatment of animals, and regulation of pari-mutuel horse racing. The MDA assists in the conservation and development of soil and water resources. It also works with the agriculture industry to promote and market Michigan products.

## **Typical Job Titles**

- Dairy Industry Field Scientist
- ♦ Environmental Sanitarian
- ♦ Food Industry Field Scientist
- Fruit/Vegetable Inspector
- Laboratory Scientist
- ♦ Laboratory Technician
- ◆ Laborer
- Metrologist
- Plant Industry Field Scientist
- Resources Analyst
- Veterinarian
- Weights/Measures Inspector

#### **Job Locations**

Central Office: Lansing
Other Offices: Escanaba, Grand Rapids,
Saginaw, St. Joseph, Southfield, and
Traverse City

#### Web Address:

www.mda.state.mi.us/employment/

## **Attorney General**

#### 552 Employees

The Attorney General is the chief lawyer for the State of Michigan. When public legal matters arise, the Attorney General renders opinions on matters of law and provides legal counsel for the legislature and for each officer, department, board, and commission of state government.

The Attorney General provides legal representation in court actions and assists in the conduct of official hearings held by state agencies. In addition, the agency may intervene in any lawsuit, criminal or civil, when the interest of the people of the State of Michigan requires it. The Attorney General also possesses some investigative powers, including the power to investigate allegations of election fraud.

## Typical Job Titles

- Attorney General Investigator
- ♦ Legal Secretary
- Paralegal
- Staff Attorney/Senior Attorney

#### **Job Locations**

Main Office: Lansing Other Office: Detroit

Web Address:

www.ag.state.mi.us

#### **Auditor General**

#### 184 Employees

The Office of the Auditor General was established by the state constitution within the legislative branch of state government. It is responsible for conducting financial and performance audits of state government operations. The resulting audit reports provide a continuing flow of information to assist the legislature in its oversight of state government, providing citizens with a measure of accountability.

Audits also assist state agencies in improving the financial management and the effectiveness, efficiency, and economy of their activities and programs. The Office of the Auditor General is divided into four areas of responsibility. The largest area, the Bureau of Audit Operations, is responsible for planning and conducting audits and reporting audit results. The other three areas provide support services.

## **Typical Job Titles**

- Assistant Auditor General
- Auditor

#### **Job Locations**

Central Office: Lansing

Web Address:

www.state.mi.us/audgen/

## Career Development

1,075 Employees

The Michigan Department of Career Development is the state's workforce development agency. In cooperation with Michigan Works! Agencies, the department helps workers find jobs and helps employers recruit and train skilled workers.

The department focuses on providing resources and supporting efforts to increase the skill levels of Michigan workers in this fast-paced economy. Career Development offers the job search program (Michigan Talent Bank), the welfare-to-work program (Work-First), veterans' employment, rehabilitation, and other workforce development services. A special emphasis is placed on providing students and residents with information about job opportunities and career pathways.

## **Typical Job Titles**

- ♦ Economic Analyst
- ♦ Employment Counselor
- ♦ Employment Interviewer
- ♦ Employment Service Analyst
- Migrant Services Workers
- ♦ Rehabilitation Consultant
- Rehabilitation Counselor
- Trades Instructor

#### **Job Locations**

Central Office: Lansing Employment Service and Rehabilitation Services: Most Counties

Web Address:

www.state.mi.us/career/

## **Civil Rights**

#### 167 Employees

The Department of Civil Rights, under the Michigan Civil Rights Commission, works to eliminate and prevent discrimination. It accomplishes this by investigating complaints filed under state civil rights laws and through conciliation and hearings. The department works to prevent discrimination through educational and coalition-building activities, by resolving complaints informally, and by intervening in community tensions. The agency also advises employers and prospective state contractors on civil rights laws and equal opportunity standards, and prepares materials on civil rights laws and services.

## **Typical Job Titles**

- Administrative Law Examiner/Specialist
- Rights Representative

#### **Job Locations**

Battle Creek, Benton Harbor, Detroit, Flint, Grand Rapids, Lansing, Kalamazoo, Marquette, Saginaw, and Traverse City

Web Address

www.mdcr.state.mi.us

#### Civil Service

#### 208 Employees

The Department of Civil Service functions as the central human resources agency for Michigan state government. It is responsible for recruiting candidates to work for the state, reviewing the qualifications of job applicants, developing and administering examinations, maintaining applicant pools, and referring names of qualified candidates to state departments for hiring. The department also classifies jobs according to their functions, establishes rates of pay, and administers hearing procedures for employees, as well as appeals of Civil Service actions. Civil Service also coordinates the state's central programs for employee training and equal employment opportunity.

## **Typical Job Titles**

- Human Resource Manager
- Personnel Management Analyst/Specialist
- Personnel Management Assistant

#### **Job Locations**

Central Office: Lansing Regional Office: Detroit

Web Address www.state.mi.us/mdcs

## Community Health

5,800 Employees

The Department of Community Health (DCH) is responsible for the development of state health policy and the management of the state's publicly funded health service systems. DCH provides and coordinates mental health services for individuals with a mental illness, developmental disability, or a substance abuse problem. It funds drug law enforcement, treatment, education, and prevention programs, and administers the crime victims' rights fund. DCH is responsible for health needs assessment, health promotion, disease prevention, and accessibility to appropriate health care for all residents. It also provides Medicaid health care coverage for people with limited incomes and promotes the independence and dignity of older persons.

## **Typical Job Titles**

- ♦ Clinical Social Worker
- ♦ Epidemiologist
- ♦ Forensic Security Aide
- Laboratory Scientist
- Medicaid Utilization Analyst
- Medical Benefits Reviewer
- ♦ Microbiologist
- Physician
- Psychologist
- Public Health Consultant
- Registered Nurse
- Resident Care Aide

#### **Job Locations**

Central Office: Lansing

Facilities: Caro, Kalamazoo, Mt. Pleasant, Northville, Westland, and Ypsillanti

Web Address

www.mdch.state.mi.us/jobs/

## **Consumer and Industry Services**

2,676 Employees

The Department of Consumer and Industry Services (CIS) licenses and regulates business, enforces business laws, and regulates utility rates. CIS applies laws relative to securities, franchises and corporations. The department also regulates the insurance and banking industries. CIS enforces fire safety and industrial safety laws and provides training to employers. In addition, it applies construction safety codes and investigates health hazards in industrial plants, landfills, and health facilities. CIS also licenses individuals entering certain occupations and administers the Workers' Compensation Act.

## Typical Job Titles

- ◆ Administrative Law Examiner
- Architect
- Child Welfare Consultant
- Electrical Inspector
- ♦ Financial Institutions Examiner
- ♦ Fire Safety Inspector
- ♦ Health Care Surveyor
- Hearings Reporter
- Industrial Hygienist
- Labor Mediator
- Nurse Consultant
- Land Surveyor
- ♦ Pharmacist
- ♦ Physicist

#### **Job Locations**

Central Office: Lansing
Other Offices: Detroit, Farmington, Grand Rapids, Gaylord

#### Web Address

www.cis.state.mi.us/agencies.htm

#### **Corrections**

18,195 Employees

The Department of Corrections (DOC) protects the public by isolating and supervising convicted adult felons. The DOC has jurisdiction over all adults convicted of felony crimes who are sentenced to prison for at least 12 months. The department operates 44 prisons, 13 prison camps, supervises prisoners in halfway houses, and monitors individuals on home confinement with electronic devices. Convicted felons not sentenced to prison are supervised in the community through the state probation system. The DOC also operates the Special Alternative Incarceration program, or "Boot Camp," for first-time offenders.

## **Typical Job Titles**

- ♦ Corrections Officer
- Corrections Medical Aide
- Dental Hygienist
- ◆ Electrician
- ♦ Food Service Leader
- Industries Production Leader
- Institution Chaplain
- Librarian
- Parole/Probation Officer
- Prison Counselor
- Psychologist
- Registered Nurse
- ♦ School Teacher
- Storekeeper
- Trades Instructor

#### Job Locations

Central Office: Lansing Facilities and Field Offices: Across State

Web Address
www.state.mi.us/mdoc

#### **Education**

#### 383 Employees

The Department of Education is the administrative arm of the State Board of Education, implementing federal and state legislative mandates in the field of education. The department is composed of offices providing specialized services and outreach to the citizens of Michigan. Areas of service include field services, special education, career and technical education, professional preparation and certification, community services, post secondary education, assessment and accreditation, and charter schools. Additionally, the department provides consulting services to school districts, and operates the Michigan School for the Deaf and Blind.

## **Typical Job Titles**

- ♦ Educational Consultant
- ♦ Education Field Services Consultant
- ♦ Education Research Consultant
- Education Specialist
- Higher Education Consultant
- Management Consultant
- Resident Care Aide
- School Principal
- ♦ School District Consultant
- ♦ Special Education Consultant
- Special Education Teacher
- Vocational Education Consultant

#### Job Locations

Central Office: Lansing School for the Deaf and Blind: Flint

Web Address

www.mde.state.mi.us

## **Environmental Quality**

1,608 Employees

The Department of Environmental Quality (DEQ) enforces environmental laws, monitors pollution sources, oversees pollution cleanup, and conserves water and mineral resources. DEQ monitors air quality and develops programs to control air emissions. It also develops water quality standards, assesses water quality, and controls waste discharge. DEQ administers programs for controlling the disposal of hazardous and non-hazardous waste and funds and oversees the cleanup and revitalization of contaminated sites. The department also oversees oil, gas, and mineral products and reviews construction near lakes, streams, wetlands, and dunes to protect sensitive land and water features.

## Typical Job Titles

- Aquatic Biologist
- ♦ Engineering Technician
- Environmental Engineer
- Environmental Quality Analyst
- ♦ Environmental Sanitarian
- General Engineer
- ♦ Geological Technician
- ♦ Geologist
- Storage Inspector
- Laboratory Scientist
- ♦ Laboratory Technician
- Resources Analyst
- ♦ Toxicologist
- Water Quality Technician

#### Job Locations

Central Office: Lansing District Offices: Across State

Web Address

www.deq.state.mi.us

## Family Independence Agency

13,066 Employees

The Family Independence Agency (FIA) helps individuals and families meet financial, medical, and social needs; assists people to become self-sufficient; and helps protect children and adults from abuse and neglect. FIA also provides foster care placement for children and supervises adoptive placement of state wards. It also provides placement and counseling to delinquent youth and services to runaway and homeless youth. The department prevents and investigates child and elder abuse and develops programs to address domestic violence. The agency distributes cash assistance and food stamps to low-income families and provides job training to help them become self-supporting.

## **Typical Job Titles**

- Assistance Payments Worker
- Blind Rehabilitation Instructor
- Child Support Specialist
- Disability Examiner
- ♦ Family Independence Specialist
- ♦ Home Aide
- Migrant Services Worker
- Quality Control Analyst
- Regulation Agent
- Resource Program Analyst
- ♦ Social Services Specialist
- Social Work Specialist
- Welfare Services Specialist
- Youth Aide
- Youth Group Leader

#### Job Locations

Central Office: Lansing Branch Offices: All Counties

Web Address

www.mfia.state.mi.us

## History, Arts and Libraries

302 Employees

The Department of History, Arts, and Libraries was newly formed by Executive Order in October of 2001. It consists of the Michigan Historical Center, the Library of Michigan, the Michigan Council for Arts and Cultural Affairs, Michigan Film and Television Services, and the Mackinac Island State Parks Commission.

## **Typical Job Titles**

- Accountant
- Account Assistant
- Archaeologist
- ♦ Historian
- Historian Manager
- History Specialist
- ♦ Librarian
- ♦ Librarian Manager
- ♦ Library Assistant
- ♦ Library Consultant
- ♦ Library Technician
- ♦ Maintenance Mechanic
- Park & Recreation Ranger
- Park & Recreation Manager
- Promotional Agent

#### **Job Locations**

Central Office: Lansing Mackinaw City

Web Address

www.dhal.org

## Information Technology

The Department of Information Technology (DIT) was formed by Executive Order in January 2002. It consolidates all state computer hardware, software development, and telecommunications system functions into a single department providing software application development and maintenance; management and support of desktop computers, mainframes and servers; IT contract, project, and procurement management; IT planning and budget management; and telecommunication services, security, infrastructure, and support.

## **Typical Job Titles**

- Information Technology Technician
- ♦ Information Technology Programmer/Analyst
- ♦ Information Technology Manager
- ♦ Information Technology Specialist
- Information Technology Supervisor

Job Locations

Various Locations

## Lottery

#### 193 Employees

The Bureau of State Lottery generates millions of dollars of revenue annually for the State School Aid Fund through the operation of a statewide lottery. The bureau licenses the retailers that carry the lottery products, makes payments to winning ticket holders, calculates and issues commission payments to retailers, and promotes the lottery to achieve maximum player awareness and participation. The bureau is also responsible for licensing and ensuring the proper conduct of gaming events such as bingo games, raffles, and millionaire parties that are used as a source of fundraising for charitable, non-profit organizations.

## **Typical Job Titles**

- Lottery District Sales Representative
- Lottery Regional Sales Manager
- Promotional Specialist
- Regulation Agent

### **Job Locations**

Central Office: Lansing
Regional Offices: Bridgeport, Detroit, Redford, Sterling Heights, and Wyoming

Web Address www.state.mi.us/milottery

## Management and Budget

1,598 Employees

The Department of Management and Budget (DMB) is an interdepartmental service and management agency. DMB provides financial management, property management, capital facility development, procurement, retirement functions, demographic functions, geographic information, and office support services to state agencies. The State Budget Director prepares, presents, and executes the state budget on behalf of the Governor.

## **Typical Job Titles**

- Accountant
- Automotive Mechanic
- Building Construction Project Superintendent
- Buyer
- Carpenter
- Electrician
- Facilities Supervisor
- ♦ Financial Analyst/Specialist
- ♦ Maintenance Mechanic
- Motor Vehicle Operator
- Painter
- Reproduction Machines Operator
- Storekeeper

#### **Job Locations**

Detroit, Dimondale, and Lansing

Web Address

www.state.mi.us/dmb

## Michigan State Housing Development Authority

292 Employees

The Michigan State Housing Development Authority (MSHDA) finances affordable housing for low-and moderate-income families in Michigan. It also administers various federal housing programs. MSHDA works with other government agencies and the private sector to address a wide range of housing needs for people living throughout the state, especially in distressed communities.

## **Typical Job Titles**

- Building Construction Project Superintendent
- Departmental Technician
- ♦ Financial Analyst
- Property Analyst
- Property Manager

#### **Job Locations**

Central Office: Lansing
Branch Offices: Bay City, Detroit, Flint, Grayling, and Pontiac

Web Address

www.mshda.org

## Military and Veterans Affairs

#### 977 Employees

The Department of Military and Veterans Affairs administers support services to the Michigan National Guard and cares for the needs of Michigan veterans. The department is composed of the Michigan Army National Guard, the Michigan National Guard, and the Veterans' Affairs Directorate.

The Michigan National Guard is under the command of the Governor and is available to perform civil relief and combat-ready forces during times of national emergency. The department administers two veterans' homes, with up to 1,000 residents, and the Veterans' Trust Fund. The Trust Fund provides temporary assistance during times of emergency and tuition assistance for children of disabled veterans or veterans who died in active duty.

## Typical Job Titles

- Activities Therapy Aide
- Cook
- ♦ Laborer
- Physical Therapy Aide
- Practical Nurse-Licensed
- Resident Nurse Manager
- Resident Care Aide

#### **Job Locations**

Headquarters: Lansing
Veterans' Homes: Grand Rapids and Marquette
National Guard Training Bases: Alpena, Battle Creek, Grayling, and Mt. Clemens

#### Web Address

www.michguard.com/default.htm

#### Natural Resources

1,622 Employees

The Department of Natural Resources (DNR) conserves natural resources and provides outdoor opportunities to the state's citizens and visitors. The DNR is a large, complex department composed of 12 divisions. It is based in Lansing, with employees located throughout the state at various field/district offices. At one time, the DNR was viewed mainly as a fish and game regulation department. While it is still responsible for enforcing these laws, its authority now extends to the conservation, preservation, and maintenance of forests, parks, recreation areas, minerals, and virtually all state-owned lands.

## **Typical Job Titles**

- ♦ Conservation Officer
- ◆ Farmer
- ♦ Fisheries Biologist
- ♦ Fisheries Technician
- Forest Fire Officer
- ♦ Forester
- ♦ Forest Technician
- ◆ Laborer
- ♦ Landscape Designer
- Park Interpreter
- Park and Recreation Ranger
- Resources Analyst
- ♦ Wildlife Biologist
- Wildlife Technician

#### Job Locations

Central Office: Lansing Field Offices: Most Counties

Web Address

www.dnr.state.mi.us

#### State

#### 2,292 Employees

The Department of State (DOS) administers policies relating to motor vehicles, including licensing drivers and titling and registering motor vehicles. It provides important consumer protection services for automobile owners by licensing automobile dealers, repair facilities, and mechanics. The DOS also supervises state elections, regulates campaign finance activities, and registers lobbyists. As keeper of the Great Seal of the State of Michigan, the Secretary of State provides the highest level of document certification in the state.

## Typical Job Titles

- Administrative Law Examiner
- Department of State Aide
- ♦ Department of State Branch Supervisor
- Microfilm Machine Operator
- Regulation Agent
- State Services Assistant

#### **Job Locations**

Central Office: Lansing Branch Offices: All Counties

Web Address www.sos.state.mi.us

#### State Police

#### 3,205 Employees

The Michigan State Police (MSP) sets the standard for professional law enforcement in Michigan. It investigates criminal activity, supports local law enforcement agencies, and patrols Michigan roads to ensure public safety. The MSP also enforces trucking laws and inspects school buses for safety. In addition, the MSP advises citizens on property security and crime prevention, handles arson investigations, and coordinates disaster relief efforts. The State Police work with local and federal agencies to prevent and investigate auto theft, organized crime, and drug trafficking. It also operates state-of-the-art crime laboratories, fingerprint identification, and communications systems.

## **Typical Job Titles**

- Emergency Dispatcher
- ♦ Fingerprint Technician
- Laboratory Scientist
- Motor Carrier Investigator
- Motor Carrier Officer
- Regulation Agent
- State Police Detective
- State Police Lieutenant
- ♦ State Police Sergeant
- ♦ State Police Trooper
- State Properties Security Officer

#### Job Locations

Administrative Offices: East Lansing District Offices: 7, Laboratories: 7, Posts: 64 Across the State

#### Web Address

www.msp.state.mi.us/humanresources/career.html

## **Transportation**

3,387 Employees

The Department of Transportation (MDOT) has primary responsibility for the planning, design, construction, maintenance, and administration of all modes of transportation in the state. MDOT is responsible for day-to-day highway maintenance, traffic planning, purchasing right-of-ways, inspecting and managing highway construction projects, studying environmental impacts, and material research. It also develops and implements a comprehensive transportation plan for the state and oversees the regulation of public air, bus, rail, and water transportation systems.

## Typical Job Titles

- Automotive Mechanic
- ♦ Bridge Worker
- ♦ Construction Aide
- Construction Technician
- Drafting Technician
- ♦ Engineering Technician
- ◆ Laborer
- ◆ Land Surveyor
- Property Analyst
- Railroad Safety Inspector
- ◆ Steeplejack
- Surveying Technician
- ◆ Traffic Technician
- Transportation Engineer
- ◆ Transportation Maintenance Worker
- Transportation Planner

#### **Job Locations**

Central Office: Lansing

Regional Offices: Escanaba, Gaylord, Grand Rapids, Jackson, Kalamazoo, Saginaw, and Southfield

Web Address

www.mdot.state.mi.us/

## **Treasury**

#### 1,609 Employees

The Department of Treasury collects, refunds, and audits state revenues and enforces the tax laws of the state. It collects delinquent accounts for all state departments and invests the common cash, trust, and retirement funds of the state. Treasury also provides support services to local government in the administration of property tax laws, safeguarding local government credit, auditing county and municipal finances, and caring for abandoned property through escheat. In addition, Treasury provides support services to the Municipal Bond Authority, Hospital Finance Authority, Michigan Higher Education Assistance Authority, Michigan Higher Education Student Loan Authority, and Michigan Education Trust.

## **Typical Job Titles**

- Account Examiner
- Accountant
- Accounting Technician
- Auditor
- Calculations Assistant
- Data Coding Operator
- Financial Analyst
- ♦ Higher Education Consultant
- Promotional Agent
- Property Analyst
- Storekeeper
- Treasury Investment Analyst

#### **Job Locations**

Central Office: Lansing

Field Offices: Detroit, Escanaba, Flint, Grand Rapids, Kalamazoo, Marquette, Muskegon, Pontiac, Saginaw, and Traverse City

#### Web Address

www.treas.state.mi.us

## **Unemployment Agency**

1,139 Employees

The Unemployment Agency operates the state's unemployment insurance program. Through its statewide network of local offices, the agency issues unemployment benefits to eligible jobless workers and administers a system for collecting unemployment insurance taxes from employers.

## **Typical Job Titles**

- Account Examiner
- Accounting Technician
- ♦ Administrative Law Examiner
- Liability Examiner
- Regulation Agent
- Unemployment Agency Branch Manager
- Unemployment Claims Examiner
- Unemployment Claims Interviewer
- Unemployment Insurance Analyst

### **Job Locations**

Central Office: Detroit Branch Offices: Most Counties

Web Address

www.cis.state.mi.us/ua

## The State of Michigan is an Equal Opportunity Employer



DRUG TESTING POLICY: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment.

This document is available in alternative accessible formats to individuals with disabilities. TTY: (517) 335-0191

## **Michigan Department of Civil Service**

#### **Bureau of Human Resource Services**

## **Lansing Office**

Capitol Commons Center 400 S. Pine Street P.O. Box 30002 Lansing, Michigan 48909 (800) 788-1766 (Voice) (517) 373-3030 (Voice) (517) 373-7690 (Fax) (517) 335-0191 (TTY)

## **Detroit Regional Office**

Cadillac Place
3042 W. Grand River Blvd, Suite 4-400
Detroit, Michigan 48202-6042
(313) 456-4400 (Voice)
(313) 456-4411 (Fax)
(313) 456-4409 (TDD)

#### **Web Address**

www.michigan.gov/mdcs